

Job Opportunity Bulletin

Post Date: February 25, 2016

RESEARCH PROGRAM SPECIALIST II (will also consider Research Program Specialist I)

Salary: \$5,500 - \$6,947
Permanent, Full-Time
FINAL FILE DATE: Until Filled

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: **473-147-5758-002**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Linda Newson

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Linda Newson
Number: (916) 322-9018
Email:
linda.newson@dds.ca.gov

The California Department of Developmental Services (DDS) is looking for a dynamic candidate to lead a group of analysts in the preparation of the Regional Center Local Assistance Estimate for the Governor's Budget. This is a critical position with direct impact on DDS' budget, and is eligible for recruitment and retention differential pay.

The successful candidate will have strong analytical skills with the ability to visualize, articulate, and solve both complex and uncomplicated problems and concepts, and to make decisions that make sense and are based on available information.

For complete duties, please see duty statement on the following page.

DESIRED KNOWLEDGE AND SKILLS:

- Knowledge of concepts and terminology used in research to produce reports
- Knowledge of statistical and analytical procedures
- Ability to communicate effectively and work collaboratively
- Ability to gather, compile, and analyze data

ADDITIONAL INFORMATION:

If you are ready to join our team, please submit an original signed State application (STD. 678) by the final filing date. **Please include a Statement of Qualifications which illustrates why your experience qualifies you for this position. Applications submitted without a Statement of Qualifications will not be considered. A resume does not take the place of Statement of Qualifications.**

Please include the **basis of your eligibility** (*list eligible, transfer, etc.*) and **position #473-147-5758-002** on your application. If you are using list eligibility from an on-line exam to qualify for the position you **must** include with your application any **documentation (i.e. copy of transcript, degree, license, etc.)** necessary to verify meeting the MQ's. The Minimum qualifications (MQ's) will be verified prior to interview and/or appointment. The position is subject to Re-employment/SROA/Surplus clearance.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
FISCAL FORECASTING BRANCH
ESTIMATES SECTION**

DUTY STATEMENT

JOB TITLE: RESEARCH PROGRAM SPECIALIST II POSITION #: 473-147-5758-002

POSITION DESCRIPTION: Under the general direction of the Chief of the Estimates Section, the Research Program Specialist II (RPS II) responsible for developing and explaining complex fiscal estimates relating to regional center community services for people with developmental disabilities and their families. The RPS II also provides ongoing technical assistance and consultation to Department of Developmental Services (DDS) management, state control agencies, and legislative staff regarding fiscal estimates of regional center costs.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to the Staff Services Manager III, Chief of the Estimates Section.

EXAMPLES OF DUTIES:

Essential Job Functions:

- 35% Serves in a lead capacity over a group of Research Analysts II in preparing the biannual Regional Center Purchase of Service Estimate, a major local assistance estimate included in the Governor's Budget and May Revision. This includes quantifying estimated regional center population and fiscal impact while applying research methodology, technical and mathematical procedures. This may require the innovative, original and/or creative development of complex data sources, sometimes from outside the Department. Statistical procedures employed may include the design and development of new service provider surveys, and/or the adaptation of existing ones.
- 35% Design and develop defensible estimating methodologies for quantifying the fiscal impact on the regional center community service system. This requires a comprehensive understanding of the differences between current laws and often complex, proposed legal language and knowledge of the various databases available and their limitations. Collects and maintains data containing information for use in population and fiscal estimates by creating special data sub-files from existing database files and manipulating and exporting such data to the appropriate format.
- 15% Collects and coordinates quantitative data for the DDS response to issues having regional center fiscal impact raised by the Health and Human Services Agency (HHSA), the Department of Finance (DOF), and the Legislature. Directly works with staff from HHSA, DOF and the Legislature.

Marginal Job Functions:

- 10% Manages independently special analytical/research projects on a variety of related subjects to produce comprehensive reports summarizing program implementation, efficiency, and effectiveness and serves as coordinator or team leader on larger complex projects, which may involve members of multiple disciplines.
- 5% Act as subject matter expert and primary resource for DDS while consulting with high-level departmental administrators and university-level instructors on current research and gathering source data and determining impact, and in compiling, editing, defending and reporting methodology and estimated population and fiscal impact. This requires the interpretation of technical, often difficult-to-decipher, statistical findings and quantitative data for use in documents and reports that target a more general audience. Work directly with Budget Section Managers to reconcile regional center budget issues.

WORKING CONDITIONS: Works on the computer 80% to 90% of the time. Requires working under stressful conditions and irregular hours during peak workload periods. This position requires that the incumbent be able to sit for long periods of time while using a personal computer or reviewing documents and working papers.

DESIRABLE QUALIFICATIONS:

Knowledge of: Research methods and techniques; application of computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques; operations research methods.

Ability to: Communicate effectively to individuals and groups related to the area of research; analyze and make recommendations; plan and carry out research projects; prepare and present technical reports; establish and maintain cooperative relationships with others.

Strong personal computer, analytical, statistical, interpersonal, and communication skills, as well as knowledge of and experience in the use of various databases and statistical software. SAS or other job control language is desirable

CERTIFICATION OR LICENSE: If a license, registration, certification or credential is required, it should be stated here.

DUTY STATEMENT

DS 3022 (03/2015)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
ADMINISTRATION DIVISION
FISCAL FORECASTING BRANCH
ESTIMATES SECTION**

DUTY STATEMENT

JOB TITLE: RESEARCH PROGRAM SPECIALIST I POSITION #: 473-147-5742-XXX

POSITION DESCRIPTION: Under the direction of the Chief of the Estimates Section, the Research Program Specialist I is a subject-matter expert who independently and successfully develops, analyzes and explains complex fiscal estimates relating to regional center community services for people with developmental disabilities and their families.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to the Staff Services Manager III, Chief of the Estimates Section.

Essential Job Functions:

- 35% Responsible for the preparation and development of local assistance cost, caseload estimates and estimates methodologies for the annual Governor's Budget and May Revision. Designs research methodology and techniques to quantify estimated regional center population and fiscal impact using a variety of statistical and mathematical procedures. Researches methodology and techniques that require the use of innovative, original and/or creative development of complex data sources, utilizing various sources, sometimes from outside the Department. Statistical procedures employed may include the design and development of new service provider surveys, and/or the adaptation of existing ones. Develops, maintains, and/or analyzes computer models to forecast changes in the regional center population and to develop projections for growth.
- 25% Develops and applies defensible estimated research methodologies and techniques for quantifying the fiscal impact on the regional center community service system. This requires producing a comprehensive report summarizing implementation, efficiency and effectiveness, the differences between current laws and often complex proposed legal language and knowledge of the various databases available and their limitations. Coordinate the development and application of accurate methodologies in response to requests for new program initiatives. Review of estimates prepared by Estimate Section analyst for correct interpretation and application of data, soundness of logic, and appropriateness of methodology.
- 15% Interprets complicated technical data to decipher statistical findings and quantitative data for use in documents and reports that target a more general audience. This includes the ability to interpret and analyze data from the federal government, the Legislature, and other administrative data sources, reports, surveys and special projects, etc., to assist program and other Department staff in measuring the impact of various proposals on the developmentally disabled population.

- 10% Oversees and trains staff in data collection and data reporting to ensure reliability, validity, comprehensiveness and integrity of data, utilizing various resources. Prepares various written technical research reports, research grant proposals, survey, etc., to provide or request information from other resources (e.g., Federal and State laws).

Marginal Job Functions:

- 10% Independently manages and conducts special analytical/research projects to produce comprehensive reports on a variety of related subjects utilizing various resources (e.g. DDS' staff, State laws, existing databases, Statistical Analysis System, etc.).
- 5% Acts as consultant to high-level departmental administrators and university-level instructors in researching and gathering source data and determining impact, and in compiling, editing, defending and reporting methodology and estimated population and fiscal impact.

WORKING CONDITIONS: Works on the computer 70% to 80% of the time. Requires working under stressful conditions and irregular hours during peak workload periods. This position requires that the incumbent be able to sit for long periods of time while using a personal computer or reviewing documents and working papers.

DESIRABLE QUALIFICATIONS:

Knowledge of: Research methods and techniques; application of computerized models to research data; statistical and other methods used in the analysis and projection of data; survey methods and analytical techniques; operations research methods.

Ability to: Communicate effectively to individuals and groups related to the area of research; analyze and make recommendations; plan and carry out research projects; prepare and present technical reports; establish and maintain cooperative relationships with others.

Strong personal computer, analytical, statistical, interpersonal, and communication skills, as well as knowledge of and experience in the use of various databases and statistical software. SAS or other job control language is desirable.